



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Corporations

Division: Business Services

Sub-Section:

TITLE: Accounts Receivable Ledger

CUTOFF: EOSFY

DESCRIPTION: Accounts Receivable Ledger

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1022

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: Active Corporations Registrations and Limited Partnership Files

CUTOFF: EOCY

DESCRIPTION: Contains corporation charter, annual reports, forfeiture notices, etc.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1015

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: Daily Cash Receipts Ledger

CUTOFF: EOSFY

DESCRIPTION: Daily Cash Receipts Ledger

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1023

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Corporations

Division: Business Services

Sub-Section:

TITLE: Inactive Corporation Registration and Limited Partnership Files

CUTOFF:EOCY

DESCRIPTION: Inactive Corporation Registration and Limited Partnership Files

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1016

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Letters on Bad Checks (list of bad checks from corporations and correspondence pertaining to same)

CUTOFF:EOSFY

DESCRIPTION: Letters on Bad Checks (list of bad checks from corporations and correspondence pertaining to same)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1020

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Logs of Daily computer on-time transaction logs

CUTOFF:EOCY

DESCRIPTION: Logs of Daily computer on-time transaction logs

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1018

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Corporations

Division: Business Services

Sub-Section:

TITLE: Monthly Cash Receipts Ledger

CUTOFF: EOSFY

DESCRIPTION: Monthly Cash Receipts Ledger

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1024

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Paid Bills and Correspondence on Unpaid Accounts

CUTOFF: EOSFY

DESCRIPTION: Paid Bills and Correspondence on Unpaid Accounts

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1019

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Reservations of Name

CUTOFF: EOSFY

DESCRIPTION: Reservations of Name

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1017

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Corporations

Division: Business Services

Sub-Section:

TITLE: Revenue Transmittals

CUTOFF: EOSFY

DESCRIPTION: Revenue Transmittals

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1021

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Service of Process

CUTOFF:

DESCRIPTION: For court petitions and summons on out of state motorists having an accident while traveling through the State of Missouri

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1045

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Trademark Applications

CUTOFF: EOCY

DESCRIPTION: Trademark Applications

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1054

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section: Corporations

Division: Business Services

Sub-Section:

TITLE: Training, Travel and Educational Reimbursement Requests - copy - original in Executive Deputy Office

CUTOFF: EOSFY

DESCRIPTION: Training, Travel and Educational Reimbursement Requests - copy - original in Executive Deputy Office

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 446

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996
